

CIVIL AIR PATROL
Wisconsin Wing Headquarters
5001 North 91st Street.
Milwaukee, Wisconsin 53225-4128

WISCONSIN WING SUPPLEMENT 1
CAPR 100-1 vol. 1
22 February 2002

COMMUNICATIONS MANAGEMENT

RADIO OPERATOR AUTHORIZATIONS, RADIO STATION AUTHORIZATIONS, COMMUNICATIONS TRAINING & DOCUMENT DISPOSITION.

The purpose of this supplement is to provide guidance and information on Radio Operator Authorizations (ROA), Radio Station Authorizations (Station Licenses), Communications training and document disposition instructions within the Wisconsin Wing Radio Communications System.

CAPR 100-1, Volume 1, dated 1 August 1996, is Paragraph 5-1:

Program Oversight

The wing director of communications is required to provide quality oversight of wing communications training programs. He will ensure upon issuance of a Radio Operations Authorization (ROA) permit that the trainee will be capable of providing required communication operator skills that will support the wing mission.

Documentation Deposition

Copies of all communications documentation will be kept on file at wing headquarters. Documents will be filed and reviewed according to current CAP directives. Program continuity will be established to ensure smooth transition upon transfer of communications directors. Correspondence to outside agencies or higher headquarters will be address to:

Director of Communications
Civil Air Patrol
Wisconsin Wing Headquarters
5001 North 91st Street
Milwaukee WI 53225-4128

Access to training materials

The wing director communications will keep all training materials necessary to support communications instruction available and current on the wing website.

Instructor Certification

The wing director of communications will provide a list of qualified trainers who have been certified to instruct communications training. Only those instructors, who are current, certified, and on the Wisconsin Wing Certified Communications Instructor list will be allowed to instruct students and conduct classroom academic training.

Instructor Materials

Instructors are required to utilize current Wisconsin Wing communications instructional materials. This will include Instructors Plans of Instruction (POI) PowerPoint slides, student handouts, student critiques, and class sign-in sheets. This will ensure all communication mission requirements unique to Wisconsin wing are met. All information and materials will be kept current and available on the wing web site.

Instructor Proficiency

Instructors are required to keep current on all communications related matters by Continuing Communications Training (CCT). Instructors are the backbone of the communications-training program. Instructors have a commitment to provide the proper training for our professionals who either support, or go out in the field to save lives.

CAPR 100-1, Volume 1, dated 1 August 1996, is Paragraph 5-2 and Paragraph 5-3 are supplemented as follows:

ROA Class Completion

Upon satisfactory completion of the communications orientation class described in Paragraph 5-2 of CAPR 100-1 Volume 1, ~~the class instructor shall verify~~ that the Wisconsin Wing Form 27B (WWF 27B). Request for Radio Operator Authorization (ROA) has been completed and forwarded to the wing director of communications.

Upon completion of the class the instructor shall forward the completed WWF 27B to the squadron commander. or designated representative shall verify the WWF 27B for proper completion. Commanders shall also verify that all squadron documentation has been completed as directed by the documentation section of the WWF 27B.

Document Authentication

Squadron commander signature or designated representative (or e-mail) authenticates that proper instruction and documentation requirements have been completed. Only one copy of the form requires original signature or (an e-mail) the other may be a readable photocopy if sent by mail.

Timely flow of applications

Once proper completion has been verified by signature (or e-mail) of the squadron commander or designated representative, one copy electronic or hardcopy shall be filed in the squadron's records. The other copy of the WWF 27B (ROA Application) shall be promptly forwarded to the Wing Director of Communications for approval and recordation.

Current Application Form

Wisconsin Wing Form 27B (WWF 27B) dated 04 February 2002. Request for Radio Operator

Authorization (ROA), or such later revisions as approved. Prior editions shall not be used. Old applications will be promptly returned, as they do not contain the proper information for certification.

ROA Cards

Radio Operator Authorization (ROA) cards will be recorded in the applicable national database (WMU), Issued by the Director of Communications, and remain current for a period of two years from the date of Issue.

Station Authorizations

CAPR 100-1, Volume 1, dated 1 August 1996; Paragraph 6-1 is supplemented as follows:

All Wisconsin applicants for Radio Station Authorizations shall complete by electronic record or hardcopy, one for squadrons records, and submit one to the Wing Director of Communications, using Wisconsin Wing Form 27A (WWF 27A) Request for Radio Station Authorization or Wisconsin Wing Form 27C (WWF 27C) Unit Radio Call Sign Register for non-equipped stations.

Document Authentication

Squadron commander signature or designated representative (or e-mail) authenticates that proper information requirements have been completed. Only one copy of the form requires original signature (or e-mail) the other may be a readable photocopy if sent by mail.

Squadron Document Filling

One copy of the station authorization will be required to be on file at the squadron administrative location. All documents will be available to this office or higher headquarters upon reasonable request.

Current Application Form

Wisconsin Wing Form 27A (WWF 27A) Request for Radio Station Authorization dated 12 February 2002 or Wisconsin Wing Form 27C (WWF 27C) Unit Radio Call Sign Register for non-equipped stations. Or such later revisions as approved. Prior editions shall not be used. Old applications will be promptly returned, as they do not contain the proper technical and legal information for station certification.

Station Authorizations:

The director of communications will e-mail or mail your station Authorization. Station authorizations will be recorded in the applicable national database (WMU). Remember any equipment that's emits (Transmits) requires a station Authorization. Examples include but are not limited to, Base Stations, Repeaters, Handheld Radios, and Training Beacons.

Official

SCOTT A. GLAMANN, Maj, CAP
Director of Communications

LARRY S. NACK, Col, CAP
Commander